



FEMA

MOUNT WEATHER EMERGENCY OPERATIONS CENTER

	Number	Date	Originating Office
INSTRUCTION	MW1210.5	9/6/06	AR-MW-ES-SY

AREA A ACCESS POLICY FOR THE MOUNT WEATHER EMERGENCY OPERATIONS CENTER

1. Purpose. This Instruction establishes policies and procedures for access to the Mount Weather Emergency Operations Center (Mt. Weather EOC).
2. Applicability and Scope. These provisions apply to all personnel, tenants, contractors, and visitors with duties in Mt. Weather Area A. Additional more stringent requirements must be met for Area B access.
3. Rescission. This Instruction replaces Instruction MW1210.5, Access Policy for the Mount Weather Emergency Operations Center, dated January 7, 2005, which is rescinded.
4. Objective. The primary objective of this Instruction is to provide for the security of Mt. Weather EOC and the safety and well being of its employees and visitors. It also provides for compliance with the referenced documents in paragraph 5, below.
5. References:
 - a. Code of Federal Regulations, 44CFR Part 15, and Subpart A.
 - b. Homeland Security Presidential Directive 12 (HSPD-12), August 27, 2004.
6. General.
 - a. The Mt. Weather EOC is designated a restricted area. Access is limited to those persons who are U.S. citizens or have been granted an exception by the Executive Administrator, or his/her designee, and who have official business related to the mission and operations of the Mt. Weather EOC. Sponsors of personnel seeking access must be U.S. Government employees and contractors must submit all access requests through their Government Points Of Contact. Access requests must meet criteria as defined in 44CFR Part 15, Subpart A and HSPD-12. Classified visits of non-U.S. citizens must be reviewed and approved in advance by the Undersecretary for Emergency Preparedness and Response (or his/her designee).

Distribution: D

INSTRUCTION MW1210.5

b. Access is controlled at the Main Gate, Building 911. Building 911 is staffed to assist personnel who are not permanently assigned to Mt. Weather gain access on a limited or intermittent basis.

7. Policy.

a. Normal access may be granted to:

- (1) All DHS/FEMA employees.
- (2) Other permanently assigned employees.
- (3) Visitors on official government business.
- (4) Contractor employees or vendors upon approval by the Mt. Weather Police.

(5) Visitors who require special short duration access. This includes employee family members who might be attending authorized special events. Visitor access of this type requires the advance approval of the Executive Administrator (or his/her designee) and will be granted on an event-by-event basis.

NOTE: Individuals who are not U.S. citizens may be granted escorted normal access by the Executive Administrator only if sponsored by a Federal Department or Agency and approved in advance by FEMA. Classified visits by non-US citizens must be approved by the Undersecretary for Emergency Preparedness and Response (or his/her designee) on a case-by-case basis. Adherence to this visitor citizenship policy is the responsibility of the sponsor.

b. Access for deliveries:

(1) Companies will provide twenty-four (24) hours advance notice of all deliveries to the Mt. Weather Safety and Security Branch. This notice can be given by fax (540-542-2608), or phone (540-542-2139). The following information must be given:

- (a) Company's name.
- (b) Delivery point at Mt. Weather.
- (c) Name of the Government and/or Contractor Point of Contact.
- (d) Name, social security number, birth date, and citizenship of the delivery person.
- (e) Time of delivery (morning or afternoon).

INSTRUCTION MW1210.5

(2) Regular deliveries to the warehouse receiving area will be made on workdays between the hours of 7:00 AM to 3:00 PM. Deliveries occurring outside this time frame must be arranged on a case-by-case basis directly with warehouse personnel (540-542-2072) and will depend on available manpower.

(3) Deliveries to other areas may be made at any time as long as the Government or Contractor Point Of Contact is on hand and willing to accept delivery. It is the company's responsibility to coordinate with these Points Of Contact in advance to ensure access and acceptance upon arrival. Mt. Weather will not be responsible for delays or deliveries that cannot be made because the company fails to follow these procedures.

(4) Companies who make deliveries on a fixed schedule may make a single notification and provide information for a regular delivery schedule. Changes must be reported immediately upon occurrence. Unchanged information will be valid for one (1) year.

c. Procedures for requesting normal access:

(1) Individual access: All Supervisors, Program Managers, Building Managers, or Government Points of Contact will provide advance notification of all individual visits to the Mt. Weather Police by submitting a properly completed Request for Access Application (Attachment A: Mount Weather Access Application). The appropriate Government Point of Contact, Supervisor, Program Manager, or Building Manager must sign the completed form. Unclassified forms may be faxed to: 540-542-2608, attention Mt. Weather Police.

(2) Contractor personnel access: Contractors whose personnel require access for the duration of projects must submit a Request for Access Application (Attachment A: Mount Weather Access Application) for each employee to their Government Point of Contact. (Provisions of paragraph 7. d. below may also apply)

(3) Requests for Badges. All requests for badges must meet HSPD-12 requirements.

d. Intermittent unescorted access: Mt. Weather EOC Security may perform NCIC checks to screen individuals for intermittent unescorted access. The following requirements apply:

(1) If the need for access is work related, the work must be immediately required and temporary in nature (less than 180 days).

(2) If the NCIC check indicates the applicant has no dangerous criminal record, access will be granted immediately by issuance of a "Daily Temporary Visitors" Badge.

(3) Any NCIC checks indicating possible dangerous activities will be referred to a Mt. Weather Police senior official (Deputy Chief or higher). This official will determine if fingerprint submission to FEMA Headquarters Personal Security is necessary for approval. If this is required, no access will be granted until the individual is approved.

INSTRUCTION MW1210.5

8. Source of Forms. Forms referenced in the above paragraphs are available from the Mt. Weather Police as hard copies or in electronic form. Forms provided as attachments to this Instruction are reduced in size to conform to Instruction margin restrictions and should not be used.

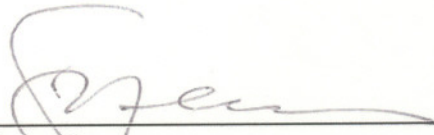
9. Responsibilities:

a. The Executive Administrator, or his/her designee, is responsible for administering these policies and procedures.

b. The Mt. Weather EOC Police shall implement and enforce this Instruction.

c. All personnel involved in purchases resulting in one-time motor freight deliveries to the Mt. Weather EOC will ensure information on the special access requirements (particularly the requirement for advance notification of delivery) is provided to the vendor with a request to advise the delivering transportation company.

d. Individual Supervisors, Program Managers, Building Managers, and Points of Contact are responsible for assuring adherence to these provisions of this Instruction that apply to their employees, contractors, and visitors.



Dabney Kern
Executive Administrator

Attachment:

A – Request for Access Application